

PERSONNEL BOARD MINUTES OF THE MEETING OF MARCH 21, 2014

Attending:	Gabriel Paez	Chairperson
	Matthew Krieger	Associate Member
	Ivette Borrello	Associate Member
	Lori Gold	Associate Member
	Rosalie Pincus	Associate Member
	George Castell	Employee Member
	Christopher Diaz	Employee Member
	Sylvia Crespo-Tabak	Human Resources Director and City Liaison
	Donald M. Papy	Chief Deputy City Attorney
Absent:	Moj Khaghan Danial	Vice Chairperson
	Evette Phillips	Employee Member

The Personnel Board meeting was called to order at 9:02 a.m. by Gabriel Paez, Chairperson.

Item 1: Approval of Minutes: February 21, 2014

Upon motion by Associate Member Gold, seconded by Associate Member Borrello, with all in favor, the minutes of the Personnel Board meetings were approved as written.

Item 2: 2014 Special City Awards & Employee Recognition Ceremony on March 26, 2014

The Special City Awards and Employee Recognition Ceremony are scheduled for March 26, 2014, at 2:30 p.m. in the Commission Chambers.

The board selected the board members who will present the certificates of appreciation for the following categories:

Award	Presenter
Employee of the Year	Gabriel Paez
Beyond the Call of Duty	Michael Krieger
City Betterment	Ivette Borrello
Community Volunteer	Christopher Diaz
Customer Service	Rosalie Pincus
One Team, One City	Ivette Borrello

In addition, the board requested that the recognition letter in 2015 to the Employee of the Year state that the winner's name will be placed on the plaque located by the Human Resources office.

Item 3: Attendance

Chairperson Paez stated that Christopher Diaz, who works for the Fire Department, had not been able to attend meetings as scheduled due to Ocean Rescue being understaffed. Employee Member Diaz stated that Ocean Rescue is currently filling the vacancies. City Liaison Crespo-Tabak explained that the employee member seats are elected positions and nothing is stated in the rules about the attendance requirement. Employee Member Diaz assured that going forward there will be an improvement in his attendance.

Associate Member Gold inquired if an alternate could be assigned to the seats occupied by the Employee Members. Deputy City Attorney Papy mentioned that an alternate is a possibility and that it could be done through a referendum.

Associate Member Pincus inquired on the length of the term for seats occupied by the Employee Members. Deputy City Attorney Papy stated that the employee members serve on the board for a couple of years. Also the three employee members are equivalent to one vote. City Liaison Crespo-Tabak notified the board that Employee Member Diaz's term ends in June, 2014.

Chairperson Paez requested that a member of the Office of the City Attorney be present at every Personnel Board meeting. Deputy City Attorney Papy mentioned that it is a matter of resources and it would be useful if the City Attorney's office was aware of any legal issues that would be brought to the board in advance. Associate Member Pincus requested that the Human Resources Director meet with Chairperson and the City Attorney's office prior to the meeting. Chairperson Paez expressed concern that issues arise during the meetings. Deputy City Attorney Papy assured that the City Attorney's office can be available should an issue arise during a meeting.

Item 4: Approval of Job Descriptions for Classified Service:

- a. Case Worker Assistant
- b. Recreation Attendant

City Liaison Crespo-Tabak provided history on the job descriptions provided to the Board. Associate Member Gold requested to defer the job descriptions to April in order to have the opportunity to review the job descriptions.

Upon motion by Associate Member Gold, seconded by Associate Member Borrello, with all in favor, item four was tabled to the meeting scheduled for Friday, April 25, 2014.

Item 5: Personnel Rules: Subcommittee Report.

City Liaison Crespo-Tabak opened with a brief explanation on the progress of the meetings with the collective bargaining units' legal counsel. The legal counsel has been informed that the deadline is April 18, 2014. City Liaison Crespo-Tabak stated that the modifications will be provided to the board and the bargaining unit representatives to present the changes directly to the board.

Chairperson Paez requested that the following statement in the February 21, 2014 minutes be amended as follows: *'Chairperson Paez moved that the Board establish a deadline for the receipt of comment: Friday, April 18, 2014.'*

Item 6: Open Forum Discussion


Special Awards:

Associate Member Borrello suggested that an additional category be added to the Special Awards that would allow the residents to nominate an employee for excellent service.

Upon motion by Associate Member Borrello, seconded by Associate Member Gold, with all in favor, the Human Resources Director will submit a recommended title for the special category that would weigh in the resident's vote at the next meeting.

The next regular Personnel Board meeting is scheduled for Friday, April 25, 2014.

The meeting adjourned at 10:31 a.m.


Sylvia Crespo-Tabak
Human Resources Director